

VACANCY ANNOUNCEMENT
Edgecombe County Health Department
Coordinator of Health Services

The Edgecombe County Health Department is seeking qualified applicant for the position of Coordinator. The primary purpose of this position is to plan, direct and organize the Hospice and Bridge Programs.

Duties:

- Responsible for seeing that services are delivered and billed appropriately to assure reimbursement of services.
- Assures that all programs comply with all state and national standards as well as licensure.
- Serves on Agency Management staff and serves as liaison to The Hospice Foundation of Edgecombe County.
- Interviews, orients and evaluates all team members.
- Frequently required to attend meetings and functions after 5 pm as well as travel for meetings with overnight stays.

Minimum Training and Experience

Master's Degree in Health Administration, Social Work, Nursing or other relevant field with 2 years of experience in a health care setting; or a Bachelor's Degree in Health Administration, Social Work, Nursing or other relevant field with 3 years experience in a health care setting, or graduation from a four year college or university with 5 years experience in a health care setting; or an equivalent combination of training and experience. Home Health/Hospice experience preferred.

Salary Range: \$35,496 - \$55,329

Interested candidates must complete and submit a NC State Application Form (PD107) plus a certified copy of a college transcript. The PD107 may be obtained from the Employment Security Commission Office. Application materials will be sent to: Edgecombe County Health Department, Attention: Nell Tharrington, Local PH Adm., 2909 Main Street, Tarboro, NC 27886.

Closing Date: Open Until Filled

The Edgecombe County Health Department is an Equal Opportunity/Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act. Pre-employment drug/criminal background check required.